

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, February 2, 2015 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member; Jorge E. Leal, Member

ABSENT: Zoraya Pena. **ALSO PRESENT:** Karen Callejo, Assistant City Clerk; Gelien Perez, Acting HR Director; and Brenda Jackson.

AGENDA

1. Request to approve the minutes of the January 5, 2015 Personnel Board meeting.
APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Alvarez. Passed by unanimous vote.
2. Request to approve **leave with pay**, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received January 2015.

Anays Guzman	Community Development Department
Christina Machado Dillon	Education & Community Service – Library Division
Mayra Acosta	Fire Department
Tomas Felipe	Fire Department
Marta Diaz	Human Resources Department
Mark C. Donley	Police Department
Otto Freeman	Police Department
Sergio Ramirez	Police Department
Lacarious King	Public Works – Solid Waste Department
William Leon	Public Works Department
Javier Revilla	Public Works – Solid Waste Department
Jose Luis Rodriguez	Streets Department

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Leal. Passed by unanimous vote.

3. Report of **Leave without Pay** for January 2015.
SO NOTED
4. Report of Civil Service **Appointments** for January 2015.
SO NOTED
5. Report of Civil Service **Resignations** for January 2015.
SO NOTED

Emilio Mendez	Code Department
Jose Albaradejo	Fire Department
Alberto Proenza, Jr.	Fire Department
Eglys Hernandez	Mayor's Office
Oscar Amago	Police Department

Melanie Carpio	Police Department
Fernando Carvajal	Police Department
Edward Delgado	Police Department
Manuel A. Diaz	Police Department
Raleigh Flowers, Jr.	Police Department
Julian Guerra	Police Department

6. Report of **Maternal/Paternal Leave** for January 2015.

SO NOTED

Alfonso Gomez	Police Department
Dilton Bosch	Police Department
Rolando Riveron	Police Department

7. Report of **Leave of Absence** for January 2015. **None**

SO NOTED

8. Request to conduct a Civil Service examination for the position of **Public Safety Communication Supervisor.**

Copy of new job description is attached.

Range 17 - \$1216 - \$2365 Bi-Weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Alvarez. Passed by unanimous vote.

9. Request to conduct a Civil Service examination for the position of **Complaint Officer I**

Copy of job description is attached.

Range 47 - \$1035 - \$1954 Bi-Weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Leal. Passed by unanimous vote.

10. Request to conduct a Civil Service examination for the position of **Complaint Officer II**

Copy of job description is attached.

Range 48 - \$1056 - \$2127 Bi-Weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Carnevale. Passed by unanimous vote.

11. Request to conduct a Civil Service examination for the position of **Paralegal.**

Copy of new job description is attached.

Range 26 - \$941 - \$1819 Bi Weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Alvarez. Passed by unanimous vote.

12. Request to approve the job description for the position of **Re-Certification Specialist**

Copy of new job description is attached.

Range 48 - \$1056- \$2127 Bi-Weekly

APPROVED. Motion by Mr. Alvarez. Second by Mr. Leal. Passed by unanimous vote.

13. Request to approve the revised job description for the position of **Library Services Supervisor.**

Copy of job description is attached.

Range 52 – \$1363 - \$2791 Bi-Weekly

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Carnevale. Passed by unanimous vote.

14. Request to certify the eligibility list for the position of **Code Enforcement Official.**

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Mr. Alvarez. Passed by unanimous vote.

15. Request to certify the eligibility list for the position of **Police Training Program Coordinator.**

APPROVED. Motion by Mr. Alvarez. Second by Mr. Leal. Passed by unanimous vote.

16. Request to certify the eligibility list for the position of **Administrative Aide Confidential/Police.**

APPROVED. Motion by Mr. Alvarez. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

17. Request to hear **Unfinished Business.**

18. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: Monday, March 2, 2015 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.